

LEARNER LEAVE APPLICATION FORM

All applications must be completed at least 3 days in advance and approved by the Head of School (HOS) or Principal. Incomplete forms will not be processed.

Student Pass Holders are required by the Singapore Government to maintain at least 90% attendance in a calendar month and have no more than 7 days consecutive absence without valid reasons.

- For Student Pass holders, only medical leave which is supported by a medical certificate* submitted is considered as valid absence.

For all other learners, cumulative attendance is expected to be 90%

NOTE: Leave during school time will only be APPROVED for no more than 5 school days unless hospitalisation. Please ensure supporting documents are provided. It is important to note approved leave is typically recorded as absences in school attendance records and will be recorded on school reports as days away from school.

- Bereavement or medical*
- Exams (music, dance, sports etc)
- Competitions both in Singapore and abroad (sports, music, dance etc)
- Visa or Passport applications and required visits
- Significant close family occasions (weddings etc)

Leave will be noted but NOT Approved for

- Holidays - extended vacations (CNY, Deepavali, Hari Raya, Easter).
- Personal and/or family issues

***Due to Exam Board regulations Medical certificate obtained from online medical consultation will not be accepted and shall be deemed invalid.**

Full Name of Learner(s):

Class:

Pass Type (please tick):

- | | | |
|----------|-------|---|
| 1. _____ | _____ | ☐ Student Pass ☐ Dependent Pass ☐ Others |
| 2. _____ | _____ | ☐ Student Pass ☐ Dependent Pass ☐ Others |
| 3. _____ | _____ | ☐ Student Pass ☐ Dependent Pass ☐ Others |

Date From (dd/mm/yy) : _____

Date To (dd/mm/yy) : _____

Brief description of reason: _____

Supported by (Name of the Parent/Guardian and Signature): _____

Date of Application: _____ Contact Number: _____

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Current Cumulative Attendance (Percentages):

- | | | | |
|------------------------|---------------|------------------------------------|-------------------------------|
| 1. ____ Present (P LR) | ____ Late (L) | ____ Absent (Au S)
(unapproved) | ____ Absent (A)
(approved) |
| 2. ____ Present (P LR) | ____ Late (L) | ____ Absent (Au S)
(unapproved) | ____ Absent (A)
(approved) |
| 3. ____ Present (P LR) | ____ Late (L) | ____ Absent (Au S)
(unapproved) | ____ Absent (A)
(approved) |

Decision by: ☐ APPROVED ☐ NOT APPROVED
Principal/HOS:
(Name and Signature)

CONFIDENTIALITY POLICY

Data and Information collected will be treated as confidential and is for official use by the School only. Unless requested by government agencies, written permission will be obtained from you if the data is used for purposes beyond the original intent.